

MSAA Test Administrator Frequently Asked Questions

1. Who do I contact if I have questions or need support?

Please contact the MSAA Service Center at:

Phone: (866) 834-8879

Email: MSAAServiceCenter@measuredprogress.org

The service center is open M–F from 8 a.m. to 5 p.m. ET, with extended hours (until 8 p.m.) beginning February through May.

For state specific guidance, please contact Lori.Morris@tn.gov

2. How do I log into the system and how do I receive my log-in credentials?

The MSAA URL is <https://www.msaaassessment.org>.

When a new user account is created in the MSAA online system, the user will receive an automated welcome email from MSAAServiceDesk@measuredprogress.org that contains a temporary URL. Once you follow that URL, the system will prompt you to set up your username and password.

If the test administrator or test coordinator account was created via the “Users File Upload” step, the system sends the start-up email automatically.

If the user account is created manually via the “Add User” button in the MSAA online system, the test coordinator who creates the account will select the “Send Email” checkbox. The system sends the start-up email to the users for whom the checkbox has been selected.

Existing users who have forgotten their passwords can use the “Request New Password” feature on the log-in screen to reset their passwords.

3. If a student transfers within the testing window, what is the process to continue testing at the receiving school?

If a student transfers schools during the testing period and their test is “In Progress” (i.e., the test has been started and some answers have been saved), it is possible to switch from one organization to which a student is associated and keep the original test form assignment as well as all of the saved item responses. In order to accomplish this, a test administrator or test coordinator needs to have permissions to the student’s current school/class and the new school/class to which the student is moving. The test administrator at the new school/class will become the test administrator of record for the student when they select to resume the test from the “My Students/Actions” link.

If a student's test has not yet been started, the student can be moved in the same way as described above.

If the student transfers out of the district and re-enrolls in another Tennessee school district, contact Lori.Morris@tn.gov in order to transfer the student's record.

4. If a test administrator closes one test (e.g., mathematics), due to the Early Stopping Rule because the student did not display an observable response during the Student Response Check, and the test administrator did not observe a student response to any of the first four items in the mathematics test, how does that “flag” the ELA test as closed?

When a test is closed for this reason, the “Closed” test status will automatically apply to the other test assigned to that same student in the “Not Yet Started” status.

5. What is the difference between “Submit Test” and “Close Test”?

The test administrator will SUBMIT the test when the administration of the content area is complete. There will be two test submissions: (1) mathematics and (2) ELA (reading and writing). For additional information, refer to the Test Administration Manual.

Closing a test should occur relatively infrequently; the test administrator will CLOSE the test only for one of the following reasons:

- The student withdrew from the school and will not enroll in a Tennessee public school
- The student is not eligible for the test (does not meet participation guidelines)
- The student had no observable response during the Student Response Check and the test administrator did not observe a student response to any of the first four items of the test administered—either the mathematics or ELA test.

Note: TAs may not close a test because the student shows frustration, behavior concerns, or is not engaged. In these cases, TAs should pause the test and resume it at a more appropriate time for the student. For additional information, refer to the TAM.

6. Is the test administrator required to conduct a Student Response Check (SRC) for every student?

No. If the test administrator is familiar with the student's mode of communication to a test item, the test administrator will not conduct an SRC. The test administrator will indicate all the modes by which the student communicates a response to a test item (eye gaze, gesture, mouse, computer, etc.) in the “Student Response” check tab.

If the test administrator is not familiar with the student's mode of communication to test items, the TA will conduct an SRC and indicate all the modes by which the student communicates a response (e.g., eye gaze, gesture, mouse, computer, etc.). The SRC may be conducted online or in paper format.

7. After the test administrator conducts an SRC, what are the implications of the outcomes of the SRC?

- Student displays observable responses during the SRC: Administer all test items in both mathematics and ELA (reading and writing).
- Student does not display observable responses during the SRC: Administer the first four items in either mathematics or ELA
 - If the test administrator does not observe a student response to any of the first four items, the test administrator may close the test using the procedures described in the MSAA User Guide for Test Administrators.
 - If the test administrator observes a student response to at least one of the first four items, the test administrator administers all test items in both mathematics and ELA.

8. If a student has a scribe accommodation and the test administrator/scribe records the student's response to the CR writing item on paper, what does the test administrator/scribe do next?

If a student has a scribe accommodation and the test administrator/scribe recorded the student's response to the Constructed-Response Writing item on paper, the test administrator/scribe must next transcribe (type) the student's response directly into the online template before uploading the evidence as directed in the ELA directions for Test Administration (DTA): Writing.

9. What must the test administrator do after uploading a student's written response to the CR writing item?

After uploading the student's response to the CR writing item and before submitting the ELA test, TAs should review the uploaded response to ensure it is readable. For additional information, refer to the MSAA Assessment System User Guide for test administrators.

10. What can the test administrator do to permit a student to view all response options to a test item on one screen without scrolling?

The test administrator may "zoom out" which will decrease the text and image sizes and will show more content on the screen at one time. This is accomplished by holding down "CTRL" and pressing "-" (minus sign) until the desired screen presentation is achieved. The test administrator may then "zoom in" to increase text and image sizes by holding down the "CTRL" key and pressing "+" (plus sign). On a Mac, the "Command" key is used in place of the "CTRL" key to perform this function.

Additional Administration Guidance

Topic	Tennessee Policy
Test Administrator Requirements	Only a certified teacher or certified long-term substitute can administer the MSAA test. In extreme extraneous circumstances, contact state MSAA contact, Lori.Morris@tn.gov .
Paper Version of Test	A paper version of the MSAA test is an accommodation. This accommodation must be documented in the student's IEP. The test is printed by the test administrator.
Training for Test Administrators	Training for all test administrators must be completed annually. Passing the final quiz with 80 percent accuracy is required before access to the test will be granted.
Test Security	Each year, all test administrators must sign the Acknowledgement of Test Security Form. These forms are held in the LEA for one year in case of a test security audit.
School Test Coordinator or District Test Coordinator	Tennessee recognizes the term "Test Coordinator" as applicable at the school or district level. The person designated as the test coordinator will assume all roles and responsibilities indicated in the MSAA Test Administration Manual (TAM) for test coordinators. Each district will determine if the test coordinators will be identified at the school and/or district level.
Registration of Users and Students/Creating Classes	The MSAA State Contact will upload all eligible students and users directly into the MSAA Assessment System. If a user or student was not registered during the TN registration window, the district-level test coordinators can add the user or contact the MSAA state contact, Lori.Morris@tn.gov .
Incident Reporting (Test Security Violations, Medical Exemption Requests)	The Alternate Assessment test coordinator will follow the Tennessee-specific guidance regarding the use of EdTools to report any Reports of Test Irregularity.
Intervener	<p>The role of the intervener is to provide effective, deaf/blind specific intervention for a child with deaf/blindness. The intervener works under the direction of the classroom teacher.</p> <p>To prepare for intervener supports for a student with deaf/blindness, the intervener and/or additional certified support staff (i.e., Teacher for the Hearing Impaired) may review the Directions for Test Administration (DTA) prior to administration of the test. The DTA will need to be downloaded and all reviews must take place at the school with no students present and be coordinated with the test coordinator. Neither the additional certified support staff nor the intervener will be required to complete the MSAA Online training modules. The test administrator will complete the online training modules and work collaboratively with the student's team to prepare and administer the MSAA test. Any additional support staff and the intervener will be required to read and sign the Test Security Form and return it to the test coordinator.</p>

